

Directive

9180.62

04/01/98

CLOTHING AND IDENTITY APPAREL POLICY

1. PURPOSE

This directive transmits a revision to the annual allotment for the clothing and identity apparel policy for Grain Inspection, Packers and Stockyards Administration, Federal Grain Inspection Service (FGIS) field personnel.

2. REPLACEMENT HIGHLIGHTS

This directive supersedes FGIS Program Bulletin 96.4, dated 2-26-96.

3. BACKGROUND

In 1977, FGIS recognized the need for expanding an Agency policy of providing coveralls to Agricultural Commodity Graders for use when performing export stowage examinations. Originally, the Agricultural Marketing Service, Grain Division, adopted the policy of providing coveralls for safety and ready identification of FGIS employees in all types of situations. With the exception of adequate footwear for safety reasons, FGIS= clothing program has been voluntary. In response to inquiries from inspection personnel and to increase the professional appearance of FGIS personnel, the Agency, in cooperation with the National Council of Federal Grain Inspection Locals and New Orleans local #3157, established an expanded 1-year pilot clothing program in the New Orleans area field offices. The purpose of the pilot program was to determine the extent of employee interest and to obtain experience in implementing a voluntary clothing program. The pilot proved so successful that all FGIS field offices were given the opportunity to participate.

Since the pilot program began, we have added lab coats, blue and brown work pants, and brown coveralls to the list of approved clothing. Additionally, FGIS furnishes each employee a name tag bearing the FGIS emblem.

4. POLICY

The beneficial impact of a professional appearance on service delivery and employers. A standard dress policy will improve service delivery by readily identifying FGIS inspectors from inspectors of other companies and promote a service-oriented work ethic.

Employees eligible to participate in the clothing program include all permanent full-time (including seasonal) inspection personnel, all other full-time agricultural commodity graders, and all part-time and intermittent agricultural commodity aids and technicians who have worked for the Agency for at least 2,250 hours within the last 3 years.

Participating employees must wear a white shirt or blouse, with the FGIS emblem on the left sleeve (1-1/2 inches below the top center shoulder seam) or left breast pocket and blue pants or coveralls. The employee identification badge shall be worn above or on the left pocket of the shirt or blouse.

On the First of January of each year, eligible employees will have a \$150 annual allotment for approved purchases. Employees will be provided a custom order form with sizing information and will be responsible for placing their orders, making exchanges, or returning incorrect orders directly with an Agency designated supplier. Agency supplied clothing shall be worn only while performing official duties, including appropriate lunch breaks, commuting time, etc. Participating employees are responsible for any appropriate repair and cleaning of their clothing.

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